



PUBLIC EMPLOYEES RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PUBLIC EMPLOYEES RETIREMENT SYSTEM	RELEASE DATE:	Wednesday, October 21, 2009
POSITION TITLE:	Assistant Executive Officer, Administrative Services Branch	FINAL FILING DATE:	Thursday, November 5, 2009
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	10212009_4

POSITION DESCRIPTION

CEA SALARY INFORMATION

- CalPERS also offers a performance award program with the ability to earn an award up to 15% of base pay
- CEA Level IV – Pending DPA Approval
- SALARIES WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE CURRENT FURLOUGH PROGRAM.

BACKGROUND

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$200 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$10 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves over 1.3 million members in the Health Program.

DUTIES / RESPONSIBILITIES

Under the general direction of the Deputy Executive Officer, Operations, the Assistant Executive Officer, Administrative Services, is responsible for the overall management of CalPERS' complex financial accounting systems; directs the preparation and implementation of CalPERS budget; establishes overall program direction and priorities for the Human Resources program, including administration of personnel policies and procedures and labor relations; directs the strategic and

annual planning function for the department and all operational support functions. The AEO, Administrative Services, consults with and makes recommendations to the Chief Executive Officer, Board of Administration, the Deputy Executive Officer, Operations, and the Deputy Executive Officer, Benefits Administration, on matters of fiscal and operations policy; personnel policies and procedures and management evaluation and organizational development. The AEO acts as the primary staff liaison to the Finance Committee of the Board of Administration; appears before the Board of Administration and represents CalPERS in its relations with State and public agencies and, as a member of the CalPERS Executive Staff, participates in department-wide policy development, management planning and program implementation.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the

confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Significant executive management experience (10 or more years desired), in a large, complex organization, typically gained at the CEA I level or above, with responsibility for administering aspects of operational support services including, fiscal, human resources, and operations
2. Strong management skills and experience with responsibility for policy development and program administration, with a strong emphasis on fiscal management experience
3. Experience in an administrative or executive capacity with a working knowledge of the purpose, principles, and problems related to the State's budget process; administrative experience in the development and preparation of a departmental budget; a working knowledge of personnel laws and rules, collective bargaining, procurement and contract administration
4. Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences, including a board or similar body
5. Ability to develop creative and innovative solutions to a wide variety of management problems
6. Knowledge of the principles of project management, and the demonstrated ability to facilitate the establishment of priorities, provide policy direction, and to manage an organization-wide strategic project
7. Demonstrated ability to lead business process improvement efforts; implement performance

measurements; and take ownership and responsibility for results

8. Strong management and leadership skills, and demonstrated ability to think strategically and function effectively as a member of a top management team

9. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Executive Officer, Administrative Services Branch**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Address for hand-delivery: Human Resources Division 400 P Street, Room 3260 Sacramento, CA
APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, NOVEMBER 5, 2009. Questions concerning this examination should be directed to Alda Ferreira at (916) 795-0426.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Resume must be included with application
- Names and telephone numbers of at least two references

Applications must be submitted by the final filing date to:

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Human Resources Division
400 Q Street, Room 3260 LPN, Sacramento, CA 95811
Alda Ferreira | (916) 795-0426 | Alda_Ferreira@CalPERS.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>